



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

Mountain  
Plains  
Region

1244 Speer Boulevard  
Denver, CO 80204

NOV 8 1993

Reply to  
Attn. of:

SP 94-Consolidation (Separate numbers have been assigned to each memorandum in this consolidation, SP 94-C-1 through SP 94-C-56)

Subject:

Consolidation of Guidance in SP Memoranda Series, 1980 Through September, 1993

To:

STATE AGENCY DIRECTORS  
(Special Nutrition Programs) - Colorado ED, Iowa, Kansas, Missouri ED,  
Montana OPI, Nebraska ED, North Dakota,  
South Dakota, Utah, Wyoming ED

The "SP" memoranda series, issued by our Regional Office since 1980, conveys policy and guidance for State agencies' use in administering the National School Lunch Program, School Breakfast Program and Special Milk Program. The guidance is meant to supplement and to clarify, where necessary, the policies and procedures for operating these programs as set forth in U.S. Statutes, federal regulations, FNS Instructions, OMB Circulars, program aid publications, and so forth. The enclosed packet consolidates all previous SP Memoranda guidance that remains in effect at the current time.

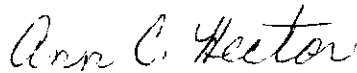
Our aim in making this consolidation is to bring forward guidance that is both current, and for which there is no other specific guidance source. We have therefore omitted not only all guidance which is obsolete, but also guidance which has been incorporated in federal regulations, FNS Instructions, and the like, subsequent to issuance as part of a SP memorandum. Although this consolidation is intended to supersede previously issued SP memoranda, your agency may discard or retain the older memoranda as you see fit.

In making this consolidation we occasionally have combined several memoranda which bear on the same topic into a single memorandum, for the sake of convenience. Where necessary we also have slightly amended guidance which is otherwise current, as, for instance, where we have added the reference to the Food Distribution Program on Indian Reservations (FDPIR) to the memorandum which discusses direct certification. In addition, however, we have dropped references to the Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) in instances where original memoranda were issued jointly with those programs. The original memoranda remain, in their original CACFP and SFSP numbered designations, appropriate to consult for CACFP and SFSP policy and guidance until amended or declared obsolete by the CACFP/SFSP Section in our Regional Office.

In most cases in which a previous SP Memorandum has attached a document which is itself a source of guidance (e.g. Coordinated Review Guidance--Final Form), or a prototype form (e.g. Free and Reduced Price application and verification materials) we have included a newly-numbered SP memorandum as a "cover" memorandum, but we ask that you bring forward the attachment from the old memorandum to the new memorandum. We ask you to do this so that we may save time and reproduction costs; naturally, if you no longer have a copy of the original attachment(s) we will provide these at your request. To assist you in the task

of bringing forward the old attachments to their new cover memoranda we have provided an index which shows each attachment, the old memorandum to which it was originally attached and the new memorandum to which it should now be attached.

Please call our office if you have questions.

A handwritten signature in cursive script that reads "Ann C. Hector".

ANN C. HECTOR  
Regional Director  
Special Nutrition Programs